

UNITED STATES GOVERNMENT

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CONFIDENTIAL

Memorandum

TO : Chairman, OTR Education Committee

DATE: 9 February 1962

25X1A9A

FROM :

SUBJECT: Committee Meeting on 13 February

1. Because of a conflict with an OC Staff Planning Conference, I will be unable to attend the OTR Education Committee Meeting on 13 February.

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2. Several OC instructors are already familiar with the information, regarding Treasury Department methods of training law enforcement officials, which [] will present at the Committee Meeting. He briefed these instructors shortly after participating in that training.

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3. Records at the [] indicate that lesson plans for all courses have been submitted to the Vital Materials Program. For two of the courses the submitted plans have not been completely updated; for the OFC, the most recent materials will be sent very shortly; for the [] course, the updated materials will be sent as soon as all of the revised plans are in a finished form, which may take as long as six months. (I have neglected to determine the extent to which lesson plans have been submitted to TAS/OS. My general impression is that there is close liaison between that Staff and the []) 25X1A

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25X1A

4. I have not determined to what extent these lesson plans meet the criteria, as presented in the Instructional Techniques Course, for such plans. I do know that some of the plans -- for example, those for the [] -- do meet these criteria, but it may well be that some of the others are less complete and explicit with regard to all topics that should be included in a lesson plan.

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cc: Chief, []

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 21 NO CHANGE
IN CLASS/ /DECLASS/ /CLASS CHANGED TO: TS S (C) RET. JUST. 22
NEXT REV DATE 09/28/79 REVIEW [] PE DOC. 02
NO. PGS. / CREATION DATE _____ ORG COMPT. OP/II ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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